NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

December 20, 2012 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth Wayman, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Susan G. Meyer, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant/Confidential – Personnel Commission

VISITORS PRESENT

Sandy Welch, Treasurer, CSEA
Vicky Wyman, Secretary, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for December 20, 2012 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of November 29, 2012. Ms. Meyer seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Dana Black, current President of the NMUSD Board of Education administered the Oath of Office to Mr. Thomas Henderson, Personnel Commissioner. Mr. Henderson was reappointed by the Personnel Commission at the October 23, 2012 meeting, as the joint appointee. The appointment took effect at noon on December 1, 2012.

Personnel Commission Oath: "I, Thomas Henderson, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2013; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2013.

Thomas Henderson, elected Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman Vote 2/0

Susan Meyer, elected Vice-Chairperson

Motion by Kenneth Wayman, seconded by Thomas Henderson Vote 2/0

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Ms. Roque noted that the Health Assistant position had been extended due to low response. Mr. Waymen moved to ratify the following vacancy announcement(s) as amended. Ms. Meyer seconded the motion, and it carried unanimously.

a.	School Office Assistant	25-13
b.	Health Assistant – extended date	26-13
c.	Teacher Assistant – Bilingual	27-13
d.	Web Application Developer II	28-13

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Meyer moved to approve the certification of the following eligibility list(s) as submitted. Mr. Wayman seconded the motion and it carried unanimously.

a.	Director of Nutrition Services	31-13
b.	Grounds Maintenance Worker	32-13
c.	Workers' Compensation Analyst	33-13

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- The District Office will be closed for two weeks, December 23, 2012 – January 5, 2013. When we return, focus will be on setting the calendar for the remainder of the school year.

10. CLOSED SESSION

None Scheduled.

11. NEXT REGULAR MEETING DATE: January 17, 2013 at 4:00 p.m.

12. ADJOURNMENT: 4:10 p.m.